



<b>Opening Date:</b>	July 25, 2014	<b>Closing Date:</b>	August 8, 2104
<b>Job Title:</b>	District Court Clerk I/II	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000727	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 4, St. Mary's County Leonardtown, Maryland	<b>Grade/Entry Salary:</b>	Level I J05 \$28,404 - \$33,616 Level II J06 \$30,157 - \$35,732
<b>Financial Disclosure:</b>	No		(Depending on Qualifications)

**Regular State employees subject to promotion/demotion policy**

**If you are currently a District Court Clerk I/II and are interested in the above location, submit your application and cover letter stating position title and location to the address below.**

**Essential functions:** Work involves specialized clerical work involving court proceedings. The main purpose of this position is to enter data into the Maryland District Court Domestic Violence/ Peace Order system, process all DV/PO work as required and to answer inquiries relating to DV/PO matters from the general public and court-related agencies. Processes motions to amend, motions to rescind and motions for contempt. Sets hearing dates and notifies all parties. Processes new and/or post judgment civil filings and enters new civil filings and return of service in computer system. File all paperwork in case jackets. Answers the telephone and assists the public at the counter with general questions concerning court locations, court dates, times and procedures. Performs other miscellaneous duties to include filing, boxing old files, stripping files, assisting clerks in other sections, training to assist in courtroom, and other duties as requested by the County Clerk. Acts as back up cashier by performing duties at the cashier window and operate register to validate and collect all fines, fees and costs assessed by the judges and the court. This employee is considered Essential Personnel.

**Education:** High school diploma or GED.

**Experience:** Level I - Two years of general clerical work experience.  
Level II - experience above, plus one year of Court experience.

**Preferred:** Proficiency in typing, data entry or word processing.

**Note:** Applicants may substitute education at an accredited college or university for the required experience at the rate of 30 semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of office practices, procedures and equipment. Ability to operate a personal computer and cash register. Ability to communicate effectively with the public and provide information both in person and on the telephone. Ability to maintain and use detailed filing systems; ability to exercise tact and understanding in stressful situations; ability to interpret and follow complex directions. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN and location. The candidate selected for this position will be subject to a background check, and is required to submit a completed Maryland Judiciary employment application at the time of interview. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**